



## Preferred File Format Registry

This document outlines which file formats can be preserved at varying levels of confidence by The ArQuives. Formats not found on this list may still be accepted; however, they may not be fully supported by our current software suite. As a result, we cannot guarantee preservation to the highest standard for these file formats.

We may also use a digital preservation approach known as Format Normalization, which involves converting files to more stable or accessible formats. Where applicable, normalization details are indicated in the 'Notes' column of the tables below.

### Confidence Levels

A **High Confidence** file format is one that The ArQuives can confidently and reliably preserve while maintaining its functionality. High-confidence formats are easier to maintain because they are open source, compliant with the International Organization for Standardization (ISO), widely adopted and reliable, and/or lossless. **These formats are preferred for digital donations.** In some cases, files may be converted from medium-confidence formats to high-confidence ones to ensure better preservation.

A **Medium Confidence** file format will be preserved at the bit level, but without the guarantee of maintaining its original functionality. In such cases, a bit-for-bit copy will be preserved and, where access guidelines permit, will be made available to users to open on their own systems.

### File Format Registry

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## Image Files

| <i>File Ext.</i>                                         | <i>File Format Description</i>            | <i>Notes</i>                                            |
|----------------------------------------------------------|-------------------------------------------|---------------------------------------------------------|
| <b>High Confidence</b>                                   |                                           |                                                         |
| <b>.tiff</b>                                             | Tagged Image File Format                  | May be converted to .jpg for access copies.             |
| <b>.jpg</b>                                              | Joint Photographic Experts Group          | May be converted to .tiff for preservation copies.      |
| <b>.jp2</b>                                              | Joint Photographic Experts Group JPEG2000 | May be converted to .tiff for preservation copies.      |
| <b>Medium Confidence</b>                                 |                                           |                                                         |
| <b>.gif</b>                                              | Graphics Interchange Format               |                                                         |
| <b>.png</b>                                              | Portable Network Graphics                 |                                                         |
| <b>.nef</b><br><b>.crw</b><br><b>.arw</b><br><b>.iiq</b> | Proprietary raw formats                   | Includes, but is not limited to, these file extensions. |

## Text Files

| <i>File Ext.</i>       | <i>File Format Description</i>            | <i>Notes</i>                                       |
|------------------------|-------------------------------------------|----------------------------------------------------|
| <b>High Confidence</b> |                                           |                                                    |
| <b>.pdf [A]</b>        | Portable Document Format Archival (PDF/A) |                                                    |
| <b>.pdf</b>            | Portable Document Format                  | May be converted to PDF/A for preservation copies. |
| <b>.docx</b>           | Microsoft Office Open XML Word            |                                                    |

| <i>File Ext.</i>           | <i>File Format Description</i>                           | <i>Notes</i>                                          |
|----------------------------|----------------------------------------------------------|-------------------------------------------------------|
| <b>.odt</b>                | OpenDocument Text                                        |                                                       |
| <b>Medium Confidence</b>   |                                                          |                                                       |
| <b>.rtf</b>                | Rich Text Format                                         |                                                       |
| <b>.doc</b>                | Microsoft Word                                           |                                                       |
| <b>.txt</b>                | Text File                                                |                                                       |
| <b>.msg</b><br><b>.pst</b> | Email Message /<br>Outlook Personal Information<br>Store | May be converted to PDF/A for<br>preservation copies. |

## Audio Files

| <i>File Ext.</i>         | <i>File Format Description</i> | <i>Notes</i>                         |
|--------------------------|--------------------------------|--------------------------------------|
| <b>High Confidence</b>   |                                |                                      |
| <b>.wav</b>              | Waveform Audio File            | May be converted to .mp3 for access. |
| <b>.mp3</b>              | MPEG-3 Audio                   |                                      |
| <b>Medium Confidence</b> |                                |                                      |
| <b>.m4a</b>              | MPEG-4 Audio                   |                                      |
| <b>.flac</b>             | Free Lossless Audio Codec      | May be converted to .mp3 for access. |
| <b>.aif(f)</b>           | Audio Interchange File Format  | May be converted to .mp3 for access. |

## Video Files

| <i>File Ext.</i>         | <i>File Format Description</i> | <i>Notes</i>                                                                       |
|--------------------------|--------------------------------|------------------------------------------------------------------------------------|
| <b>High Confidence</b>   |                                |                                                                                    |
| <b>.mp4</b>              | MPEG-4 Video                   |                                                                                    |
| <b>.mkv</b>              | Matroska Video                 | May be converted to .mp4 for access.                                               |
| <b>Medium Confidence</b> |                                |                                                                                    |
| <b>.avi</b>              | Audio Video Interleave         | May be converted to .mkv for preservation.<br>May be converted to .mp4 for access. |
| <b>.mov</b>              | QuickTime Movie                | May be converted to .mp4 for access.                                               |

## Presentations

| <i>File Ext.</i>         | <i>File Format Description</i>             | <i>Notes</i> |
|--------------------------|--------------------------------------------|--------------|
| <b>High Confidence</b>   |                                            |              |
| <b>.pptx</b>             | Microsoft PowerPoint Presentation          |              |
| <b>.odp</b>              | OpenDocument Presentation                  |              |
| <b>Medium Confidence</b> |                                            |              |
| <b>.ppt</b>              | Microsoft PowerPoint Presentation (Legacy) |              |

## Spreadsheets

| <i>File Ext.</i>         | <i>File Format Description</i>       | <i>Notes</i> |
|--------------------------|--------------------------------------|--------------|
| <b>High Confidence</b>   |                                      |              |
| <b>.xlsx</b>             | Microsoft Excel Spreadsheet          |              |
| <b>.ods</b>              | OpenDocument Spreadsheet             |              |
| <b>Medium Confidence</b> |                                      |              |
| <b>.xls</b>              | Microsoft Excel Spreadsheet (Legacy) |              |
| <b>.csv</b>              | Comma-Separated Values               |              |

## Other Files

| <i>File Ext.</i>                         | <i>File Format Description</i>        | <i>Notes</i>                                                                                                                        |
|------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Medium Confidence</b>                 |                                       |                                                                                                                                     |
| <b>.html</b>                             | Hypertext Markup Language File        | Contact <a href="mailto:digitalcollections@arquivos.com">digitalcollections@arquivos.com</a> for more information on web archiving. |
| <b>.psd</b><br><b>.eps</b><br><b>.ai</b> | Adobe Creative Suite Files            | Includes, but is not limited to, these file extensions.                                                                             |
| <b>.xml</b>                              | Extensible Markup Language (XML) File |                                                                                                                                     |

*This document outlines only the most common file formats we receive. If there are questions about formats not found on this list, please contact [digitalcollections@arquivos.ca](mailto:digitalcollections@arquivos.ca).*

## References

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